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The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
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June 28, 2010

Ms. Janice Zanolli  
Administrative Assistant I

Dear Ms. Zanolli:

This letter is to inform you effective **July 12, 2010** you are being reassigned within the department to the Division of Environmental Chemistry. Your supervisor will be Elizabeth O'Brien.

Your work week will be Monday through Friday, 8:45 a.m. – 5:00 p.m. with Saturday and Sundays off. This reassignment is based on operational need and current budgetary realities which no longer support your current function at the Hinton Lab.

You will retain your title, seniority, step and location. Your duties will be consistent with that of Administrative Assistant I.

If you have any questions, please do not hesitate to contact me at (617) 983-4362.

Sincerely,

Linda Han  
Bureau Director

cc: Gene Rivers, Employment Services Manager  
Marianne Dill, Director of Labor Relations  
Greg Sorozan, NAGE

Hand delivered